

DELAWARE DEPARTMENT OF JUSTICE
CASUAL/SEASONAL JOB OPENING

Opening Date: January 25, 2017

Closing Date: February 8, 2017

Administrative Assistant

Executive Division

New Castle County

This is a Casual/Seasonal position (maximum of 29.75 hours work per week) without healthcare benefits. Salary will be commensurate with experience.

Job Responsibilities and Duties:

Incumbent provides administrative support to Special Investigations Unit in the Executive Division of New Castle County Office. Incumbent's duties include preparing, tracking, and processing subpoenas for the Special Investigations Unit and is responsible for various administrative duties associated with this process. This is to include, but not limited to tracking and maintaining statistical information in a database to track subpoenas and the records that are produced. Incumbent will be expected to maintain records in an electronic format in a database used by the DDOJ. Incumbent will also be expected to perform other tasks as assigned.

Minimum Qualifications:

Must be detail-oriented, well organized and proficient in Microsoft Office Word, Excel, Access, PowerPoint and Outlook. Knowledge of LexisNexis and Westlaw is a plus. Must possess excellent spelling, grammar and proofreading skills. Strong interpersonal skills are desired as often this position communicates both internally and externally with a variety of partners to get the mission of the unit completed. Must be able to take accurate phone messages; serving as a point of contact for members of the criminal justice system both within and without the State of Delaware.

Internal applicants: Please send an updated resume or a summary of work experience to the Director of Human Resources.

External applicants: Please submit a Resume and State Application to the Delaware Department of Justice, Human Resources, 820 N. French Street, Sixth Floor, Wilmington, DE 19801, E-mail to DOJHR@state.de.us or Fax to 302-577-5866. EOE.